

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 14 December 2016 14:09  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IT-2016-106 - Query [OFFICIAL - SENSITIVE]

Hi [REDACTED]

The short report comprises a set of issues to resolve, ready for inclusion in a project management/issues list – it is focused on fixing the problems.

The full report includes all the above (i.e. list of issues to fix) but also includes a fuller written report focused on understanding and communicating the problems: this gives you a document that can be used to make a case for the work to be undertaken, and that can be referred back to for best practice in future when doing further development.

Best regards [REDACTED]

[REDACTED]

Web Usability

Tel: [REDACTED] [www.webusability.co.uk](http://www.webusability.co.uk)  
Unit 15 Lansdowne Court, Bumpers Farm, Chippenham, Wilts SN14 6RZ  
The Web Usability Partnership Ltd. Registered in England No. 2790227

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**From:** [REDACTED]  
**Sent:** 14 December 2016 09:36  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IT-2016-106 - Query [OFFICIAL - SENSITIVE]

Good morning [REDACTED]

We have one question regarding the accessibility audit report costs listed on page 11 of your proposal.

To allow us to determine the best option, please provide a brief overview as of the difference between the short and full report in terms of scope and added value.

Kind regards

[REDACTED]

 Intellectual Property Office

[REDACTED] | Procurement Manager

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**From:** [REDACTED]  
**Sent:** 13 December 2016 16:09  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IT-2016-106 - Invitation to Quote [OFFICIAL - SENSITIVE]

Hi [REDACTED]

Yes this is our final version of the proposal

Best regards [REDACTED]

[REDACTED]

Web Usability

Tel: [REDACTED] [www.webusability.co.uk](http://www.webusability.co.uk)

Unit 15 Lansdowne Court, Bumpers Farm, Chippenham, Wilts SN14 6RZ  
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**From:** [REDACTED]  
**Sent:** 13 December 2016 16:07  
**To:** [REDACTED]  
**Subject:** RE: IT-2016-106 - Invitation to Quote [OFFICIAL - SENSITIVE]

Hello [REDACTED]

The deadline date for your tender is 19<sup>th</sup> December. If this is your final proposal, are you happy for me to start the evaluation process early?

Kind regards

[REDACTED]

[REDACTED] | Procurement Manager  
Intellectual Property Office | Concept House | Cardiff Road | Newport | South Wales | NP10 8QQ | [www.gov.uk/ipo](http://www.gov.uk/ipo)  
Tel: [REDACTED] | Email: [REDACTED]

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**From:** [REDACTED]  
**Sent:** 13 December 2016 15:45  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: IT-2016-106 - Invitation to Quote [OFFICIAL - SENSITIVE]

Hi [REDACTED]

Please find attached our proposal for this project.

We look forward to hearing from you in due course.

Best regards [REDACTED]

[REDACTED]  
Web Usability  
Tel: [REDACTED] [www.webusability.co.uk](http://www.webusability.co.uk)  
Unit 15 Lansdowne Court, Bumpers Farm, Chippenham, Wilts SN14 6RZ  
The Web Usability Partnership Ltd. Registered in England No. 2790227

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**From:** [REDACTED]  
**Sent:** 08 December 2016 12:46  
**To:** Peter [REDACTED]  
**Subject:** IT-2016-106 - Invitation to Quote [OFFICIAL - SENSITIVE]

**OFFICIAL - SENSITIVE**

Good afternoon

You are invited, on behalf of the Secretary of State for the Department for Business, Energy and Industrial Strategy (BEIS) operating through the Chief Executive of the Intellectual Property Office (IPO), to submit a proposal for the provision of the services detailed in the Invitation to Quote (ITQ) document attached.

Please acknowledge receipt of these documents and confirm (by email to [REDACTED]) if you intend to bid. Please quote reference IT-2016-106 in your correspondence.

If you consider that your company can meet the requirements, please provide all the information requested in the attached ITQ by 2pm, Monday 19th December 2016. Please quote reference number IT-2016-106 in the subject heading of the email.

Should you have any questions regarding this requirement you should communicate these to me by email no later than 2pm, Wednesday 14<sup>th</sup> December 2016.

Kind regards

[REDACTED]

 Intellectual Property Office

[REDACTED] | Procurement Manager

Intellectual Property Office | Concept House | Cardiff Road | Newport | South Wales | NP10 8QQ | [www.gov.uk/ipo](http://www.gov.uk/ipo)

Tel: [REDACTED] | Email: [REDACTED]

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